

~~Support Bulletin~~

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(16)

Third Comptroller's Conference of October 1958

~~The Office of the Comptroller recently held its third Comptroller Conference. On 9 and 10 October 1958, the Comptroller sponsored a training conference for about fifty senior officers and supervisors of the SF Career Service [redacted] to discuss career policies and technical issues. This conference had the prior approval of the Office of the Deputy Director (Support) for policy, and the Office of Training for training credit. Two main benefits of this conference were improved personal relationships and improved understanding of technical problems and procedures. This training conference reinforced prior efforts of the Comptroller to explain the Agency Financial Management Improvement Program.~~

As <sup>at</sup> the two prior conferences, the ~~conferences~~ found that the

~~all hands free to discuss Comptroller issues fully and analyze complex issues, and provided procedures better.~~

One purpose of the conference was to

~~Specific goals of this conference were:~~

~~1. A better understanding by senior SF employees of their common technical problems, constructive criticism, and discussion of the trends of the future.~~

~~2. Improve liaison between SF employees in the Office of the Comptroller and those assigned to other offices.~~

~~3. Explanations of the SF Career Service plans and procedures.~~

~~4. An opportunity for SF personnel to become better acquainted under informal conditions.~~

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~~The Comptroller presided as the Chairman and was the principal speaker of the Thursday meeting, 9 October 1958.~~

~~On Thursday the morning session was devoted to an invaluable survey of the SF Career Service plans and policies, by the Head of the SF Career Service. Some of the key personnel issues he explained~~  
4 There was discussion of <sup>including such</sup> ~~as~~ training, hiring, rotation, promotion, career planning, the flexible table of organization, fitness reports, supervisory and managerial practices, and job descriptions. ~~The Comptroller also discussed were problems of explained some non-personal issues such as overtime, the use of Electronic Data Processing Machines, budgetary cuts, grade structures, the vital documents program, vouchered and <sup>confidential</sup> unvouchered funds procedures, and the systems for regulatory issuances.~~

~~The afternoon session on Thursday was conducted by the Chief of the Budget Division. Most of this session was devoted to questions submitted by the Chiefs of the Budget and Fiscal Sections under the Deputy Director (Plans).~~ <sup>at a later session</sup>  
4 Key issues were the Presidential budget policy; plans to handle funding reductions; the consolidation of budget submissions; simplified procedures; ~~the DDP~~ approval systems; and the technical treatment of object classes of expenditure, unliquidated obligations, man-year statistics, advances of funds, and reimbursements.

~~The Deputy Director (Support) and one of his senior special assistants attended the afternoon session, and the Deputy Director (Support) spoke briefly at the close of the session on the progress and the achievement of the SF Career Service within the Support structure. He announced that some senior SF officers will speak~~

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~~at a similar conference of Administrative Officers in late October to explain certain key Comptroller policies and the FMI Program. The Deputy Director (Support) stressed the benefits to be gained from such conferences.~~

In the evening an informal social party was held where those in attendance became better acquainted. The official compartmentation of people on a "need-to-know" basis for certain formal business needs <sup>is</sup> to be counterbalanced on such occasions by a better knowledge of each other to build team spirit and an "esprit de corps". A social hour of pleasant association puts more life into any conference.

The Deputy Comptroller presided as the Chairman for the Friday meeting, 10 October 1958.

*9/ the second day,*  
~~On Friday the morning session was devoted largely to procedural accounting issues of the Technical Accounting Staff. The Deputy Chief of the Budget Division answered questions on the definition of allotment obligations, the unliquidated obligations, and the no-year appropriation issue. Among the topics explained were~~  
*The Chief of the Technical Accounting Staff explained the following issues:*

1. The Procedure for Issuance of Property Declared Excess Without Property Authorization Charge;


2. The Procedure for Property Accountability at Type II Accountable <sup>Installations</sup> ~~Locations~~;

3. <sup>proposal to issue handbook on</sup> The ~~proposed~~ Handbook ~~20-125-3~~ Adjustment of Allotment Charges for Detailed Personnel;

4. The status of the revision of the Agency regulatory issuances on Comptroller operations

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5.

The revision of the Travel <sup>Issuance</sup> ~~Handbook~~  and

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~~A senior accountant of the Technical Accounting Staff made a progress~~

<sup>6.</sup> ~~report on~~ The Survey of Functions Performed by Budget and Fiscal Officers to Establish Statement of Functions.

~~The Chief of the Machine Records Division opened the Friday afternoon session with a survey of the Electronic Data Processing~~

~~Machine situation including applications of the EDPM system and~~

<sup>9</sup> ~~An explanation was given of the feasibility study. The Deputy Comptroller explained the Financial~~

~~Management Improvement Instructions~~ and how they fit into

<sup>Organization</sup> the ~~Agency~~ program under recent legislation. The coordination of this

<sup>Organization</sup> Comptroller effort with ~~Agency~~ management and the rest of the Support

structure will be discussed at the forthcoming conference of Administra-

tive Officers. ~~The Chief of Finance Division explained briefly the~~

~~organization and functions of the Finance Division. He announced a~~

~~later conference of Finance Division personnel to be held with~~

~~Deputy Director (Plans) Chiefs of the Budget and Fiscal Sections in~~

~~February 1959 at Headquarters. The Deputy Chief of the Financial~~

~~Management Improvement Staff made a brief progress report on the~~ <sup>There was also</sup>

~~allotment simplification system, the education program for cost~~

~~consciousness, and the current cost experiments. In May 1959 the~~

~~Comptroller will sponsor another two-day ~~Agency~~ Cost Conference to~~

~~prepare for the new required cost-based budget and related issues.~~

~~After a brief Question and Answer period on various Comptroller issues,~~

~~the afternoon session closed with a brief summary by the Deputy~~

~~Comptroller and the adjournment of the conference.~~

~~The conferees agreed this informal conference had been well~~

~~worth the time and effort spent both for better understanding of  
various issues and for a better approach to the team spirit.~~